

13 AUGUST 1965

MEMORANDUM FOR: ASSISTANT DEPUTY DIRECTOR FOR PLANS

SUBJECT : REVISION OF TD FORMAT AND PROCESSING PROCEDURES

THIS MEMORANDUM CONTAINS RECOMMENDATIONS SUBMITTED FOR YOUR APPROVAL. SUCH RECOMMENDATIONS ARE CONTAINED IN PARAGRAPH 6.

1. PROBLEM:

TO REDUCE COSTS AND TO EXPEDITE THE DISSEMINATION AND DELIVERY OF CLANDESTINE SERVICES CABLED FIELD REPORTS IN THE TD SERIES.

2. ASSUMPTIONS:

A. A SHOWING OF SIGNIFICANT SAVINGS IN TIME OR MONEY WOULD JUSTIFY REVISING THE TD FORMAT AND PROCESSING PROCEDURES.

B. A TD FORM THAT MEETS THE STANDARDS AND REQUIREMENTS OF THE CLANDESTINE SERVICES COULD BE DESIGNED IN "HEADER" SIZE.

C. ORIGINATORS COULD PREPARE CABLED FIELD REPORTS IN A PRESCRIBED MANNER THAT ELIMINATES NEED FOR REFORMATTING AT HEADQUARTERS. THIS WOULD BE A MINOR VARIATION OF THE PRESENT

D. COMMUNICATIONS PERSONNEL COULD PREPARE CABLED FIELD REPORTS IN SUITABLE FORMAT.

E. SIGNAL CENTER COULD PRODUCE MACHINE-TYPED MASTERS FOR CABLED FIELD REPORTS, AS THEY ARE NOW DOING FOR OTHER CABLES, AND TD'S COULD BE REPRODUCED BY AFFIXING A "HEADER" TO THESE MASTERS.

3. FACTS BEARING ON THE PROBLEM:

A. THE CABLE SECRETARIAT IS CHARGED WITH FINDING WAYS AND MEANS TO HANDLE SUBSTANTIALLY INCREASED NUMBERS OF CABLES WITHOUT A CORRESPONDING, IF ANY, INCREASE IN PERSONNEL. THIS, AND THE RESPONSIBILITY FOR PROCESSING CABLES QUICKLY AND ECONOMICALLY, DICTATES THAT EVERY STEP BE EXAMINED THAT MIGHT IMPROVE CABLE SECRETARIAT EFFICIENCY AND REDUCE COST WITHOUT DETRACTING FROM THE SERVICE PROVIDED.

B. WHILE THE CABLE SECRETARIAT IS NOT SPECIFICALLY CHARGED WITH THE REFORMATTING OF CABLED FIELD REPORTS ON TO TD FORMS, IT DOES SO TO EXPEDITE CLANDESTINE SERVICES DISSEMINATION OF CABLED FIELD REPORTS IN THE TD SERIES.

C. EFFICIENT USE OF ADP EQUIPMENT AND HIGH-SPEED PRINTERS WILL NECESSITATE AN EVENTUAL CHANGE FROM THE PRESENT TD FORM. THIS PROPOSAL IS AN INTERIM STEP TOWARD ADAPTATION TO USE OF ADP EQUIPMENT.

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4. DISCUSSION:

25X1 A. A MORE EFFICIENT ALTERNATIVE TO THE PRESENT PRACTICE OF USING A FLEXWRITER TO PREPARE MASTERS IN THE TD FORMAT IS AVAILABLE. A DESCRIPTION OF THE PRESENT PRACTICE, TOGETHER WITH A ☐ REPRODUCED FOR DISTRIBUTION, IS ATTACHED AS TAB A.

25X1 B. THE FLEXWRITER STEP AND THE "BASKET TIME" IN CONNECTION WITH THAT STEP CAN BE ELIMINATED BY CAPTURING THE TEXT OF A REPRODUCIBLE MASTER IN SIGNAL CENTER, BY REVISING THE PRESENT TD FORM SO IT CAN BE AFFIXED AS A "HEADER", AND BY INSTRUCTING ORIGINATORS ON UNIFORM PREPARATION OF CABLED FIELD REPORTS. SEE TAB B FOR A DESCRIPTION OF THE PROPOSED PROCEDURE, TOGETHER WITH ☐ AS IT WOULD BE DISTRIBUTED.

C. ALTERNATIVES CONSISTENT WITH THIS PROPOSED SYSTEM ARE AVAILABLE FOR USE WHEN SIGNAL CENTER IS UNABLE TO PROVIDE USABLE COPY, I.E., SUFFICIENTLY FREE OF GARBLES TO MEET CLANDESTINE SERVICES STANDARDS FOR APPEARANCE. THESE ALTERNATIVES MAY TAKE ADVANTAGE OF THE FLEXWRITER OR USE HAND TYPING. IT IS ESTIMATED THAT SIGNAL CENTER WILL BE ABLE TO PROVIDE USABLE COPY FOR 50 TO 70% OF CABLED FIELD REPORTS.

D. TD DISSEMINATIONS REPRODUCED FROM MACHINE-TYPED MASTERS WITH TD FORM HEADERS ATTACHED WILL COMPARE SATISFACTORILY IN APPEARANCE WITH THOSE NOW BEING DISTRIBUTED, AS SHOWN BY COMPARISON OF EXAMPLES IN TABS A AND B.

E. IN TERMS OF SAVINGS, IT IS ESTIMATED THAT THE CABLE SECRETARIAT COULD PROCESS EACH INDIVIDUAL REPORT IN APPROXIMATELY 30 MINUTES LESS THAN AT PRESENT AND COULD EFFECT A SAVING OF APPROXIMATELY \$7,500 PER YEAR. CUMULATIVELY, THE TIME SAVED WOULD BE EVEN GREATER. UNDER PRESENT PRACTICE, ASSUMING WE HAD SIX REPORTS ON HAND AND TWO FLEXWRITERS IN OPERATION SIMULTANEOUSLY, THE FIRST TWO REPORTS WOULD BE FINISHED IN 30 MINUTES, THE THIRD AND FOURTH IN 60, ETC. UNTIL THE FIFTH AND SIXTH REPORTS WOULD BE FINISHED IN 90 MINUTES. BY ELIMINATING THE FLEXWRITER STEP, AND CONSIDERING ONLY THOSE TIMES CONCERNED WITH THE FLEXWRITER PROCESS, THE FIRST TWO REPORTS WOULD BE FINISHED IN TWO MINUTES AND THE LAST TWO IN SIX MINUTES.

5. CONCLUSION:

A. THE SAVINGS IN PROCESSING TIME IN THE CABLE SECRETARIAT AND THE REDUCTION IN COST OF PROCESSING JUSTIFY ADAPTING THE PROCEDURES DESCRIBED IN TAB B.

B. THE APPEARANCE OF THE FINISHED REPORT PROCESSED UNDER THE PROCEDURE DESCRIBED IN TAB B WILL MEET THE STANDARDS AND REQUIREMENTS OF THE CLANDESTINE SERVICES.

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5. RECOMMENDATION:

A. THAT THE PROCEDURE DESCRIBED IN TAB B INCLUDING THE CHANGE IN THE TD FORM BE APPROVED.

B. THAT [] BE AMENDED TO INSTRUCT THE ORIGINATOR TO PREPARE FIELD REPORTS IN THE FORMAT DESIGNED TO FIT THE PROCEDURE DESCRIBED IN TAB B.

C. THAT THE OFFICE OF COMMUNICATIONS BE REQUESTED TO ISSUE INSTRUCTIONS TO COMMUNICATIONS PERSONNEL TO PREPARE FIELD REPORTS WITH SUFFICIENT SPACE AT DESIGNATED POINTS TO MAKE THE PROCEDURE DESCRIBED IN TAB B OPERABLE.

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[]

CABLE SECRETARY

25X1A

CONCURRENCES:

OFFICE OF COMMUNICATIONS

DIRECTOR OF COMMUNICATIONS

ACTION BY APPROVING AUTHORITY:

APPROVED:

DATE

THOMAS H. KARAMESSINES

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DESCRIPTION OF PRESENT PROCEDURE IN THE PREPARATION OF A CABLED FIELD REPORT

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1. The originator in the field prepares the cabled field report in the format prescribed in [] giving no attention to paging and spacing.
 2. Communications personnel in the field prepare a tape for transmission much the same as for any cable, giving no attention to spacing that might facilitate creation of reproducible masters at headquarters.
 3. Headquarters Signal Center personnel, using a teletype machine and paper tape, produce TOT copies of the cabled report. These copies are on paper rather than the master stock used for other cables. They edit the cable and pass TOT copies to the Cable Secretariat Duty Officer.
 4. The Cable Secretariat Duty Officer reads all cabled reports, provides advance copies as appropriate, and passes the TOT copy with tape attached to the logger. The logger makes appropriate entries and passes the report and tape to the cable analyst.
 5. The cable analyst determines CIA internal dissemination, and passes the report and tape to a flexowriter operator.
 6. A clerk or the flexowriter operator passes the reproducible masters to IW.
 7. IW, in addition to exercise of judgment, performs the mechanical operations of assigning the TD number, typing reports headings, editing, typing address symbols, and inserting certain entries on the cover page which circulates only within the Clandestine Services. The completed reproducible masters and the TOT copy are returned to Cable Secretariat for reproduction.

Attachments:

- #1 - Paper TOT as now received (only with original of study)
- #2 - Reproducible master typed on flexowriter (only with original of study)
- #3 - Cabled field report as now reproduced

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DESCRIPTION OF PROPOSED PROCEDURE IN THE PREPARATION OF A CABLED FIELD REPORT

1. The originator in the field will prepare the cabled field report in the exact format required, including dividing the message into pages of not more than 20 lines, each line not more than 69 characters. (Change from present system: The originator will have to conform precisely to the designated format to insure uniformity in TD disseminations reproduced at headquarters. He will have to mark the end of the supdata portion and begin the reports heading on a separate page, to assist the communicator in proper preparation for transmission. Sixty-nine characters per line and 20 lines to the page is a prospective requirement for all cables.)
2. Communications personnel in the field will prepare a tape for transmission incorporating the instructions concerning paging and spacing as furnished by the originator and as provided in communications instructions. This will facilitate creation of reproducible masters at headquarters. (Change from present system: Communications personnel will insert spacing peculiar to preparation of cabled field reports so that paging and necessary spacing can be accomplished automatically as the cable is received in headquarters Signal Center.
3. Headquarters Signal Center personnel will receive cabled field reports on machines loaded with reproducible masters, as they now do with other types of Agency cables. They will not edit the cable. They will pass the reproducible master, together with extra paper copies and tape attached, to Cable Secretariat. (Change from present system: Signal Center receives cabled field reports on machines loaded with reproducible masters instead of paper, and will not edit.)
4. The Cable Secretariat Duty Officer will read all cabled reports, provide advance copies as appropriate, and pass the reproducible master with tape attached to the logger. The logger will make appropriate entries and pass the report and tape to the cable analyst. (Change from present system: None.)
5. The cable analyst will determine CIA internal distribution and decide whether the master will reproduce satisfactory copy. If the decision is that the master will:
 - a. Reproduce satisfactory copy, he will pass the report to a clerk to cut into pages and to affix "headers".
 - b. Not reproduce satisfactory copy, he will pass the report and tape to the flexewriter operator who will prepare a satisfactory reproducible master on a form preprinted to resemble the "header".

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(Change from present system: The flexowriter operator will prepare masters only in those cases where the master furnished by Signal Center is unsuitable for reproduction instead of in every instance. For each usable master received from Signal Center, approximately 15 minutes flexowriter time will be saved. Clerks will affix headers on the usable masters. This new step, already standard practice for other cables, will require approximately one minute to complete.)

6. A clerk or the flexowriter operator will pass the reproducible masters to IW. (Change from present system: None.)

7. IW, in addition to exercise of judgment, will perform the mechanical operations of assigning the ID number, editing, and typing address symbols. The completed reproducible masters will be returned to Cable Secretariat for reproduction. (Change from present system: IW's editing function increases, because editing formerly done in Signal Center and in Cable Secretariat will not be performed. IW's typing load will be reduced because reports headings will be inserted at the time Signal Center receives the message. The technical entries now inserted on the cover page will no longer appear, since there is no space for them on the "header" form.)

Attachments:

- 01 - Carbon copy of reproducible master as it will be received in Signal Center (1 for original study and 1 on OC copy)
- 02 - Master paged with "header" attached (only with original of study)
- 03 - Cabled field report as it would be reproduced

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